

Information Privacy and Security Council (IPSC) Meeting Agenda

March 18, 2009

1:00 PM to 4:00 PM

Participants and the general public can join the meeting at the Keoni Ana Building or any of the following State VCCs:

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| Keoni Ana Building 1177 Alakea St. Room 302 Honolulu, Hawaii | Wailuku Judiciary Bldg. 2145 Main Street, First Floor Wailuku, HI 96793 | Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766 | Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720 |
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- I. Call to Order – Welcome Russ Saito, Chair
- II. Approval of previous meeting minutes Russ Saito
- III. Reports from investigative committees
 - Define and build complete listings of agencies, boards, commissions, etc. that are subject to this act Susan Pang-Gochros
 - Investigate and develop laptop/portable device, storage, wireless, and remote access guidelines David Lassner
 - Executive Summary collection and report Todd Crosby
- IV. Council discussion on Review of reports
 - Redaction of Social Security Number Report Russ Saito
 - Reduction in use of Social Security Number Report
- V. Council discussion about Personal Information Best Practices identification – Due March 31 Russ Saito
- VI. Council discussion on building guidelines to inform individuals of loss of Personal Information or breach – Due June 30 Russ Saito
 - Review DAGS Archives retention guidelines
 - Review existing laws and commonalities
- VII. Announcements Council
- VIII. Adjournment Russ Saito
- IX. Next meeting date April 22 from 1:00 PM to 4:00 PM

*Individuals who require special needs accommodation are invited to call Eleanor Suzuki at (808) 586-1920 x315 at least **4 working days** in advance of the meeting.*